



How to submit an electronic plan for CTAC Review

All projects must be permit ready and the CTAC-EPS process must be initiated by the contractor (GC or prime contractor) for the project. This process is described as follows:

- The process begins with the contractor logging into their Mecklenburg County [Contractor Account](#) and choosing the type of permit under "Submit Permit Application" from the left side tool bar. Note this is NOT an EPM process.
- Select the proper address for the project. If the correct address is not available in our system, you must contact [GIS Addressing](#) to have the address created.
- Be sure to select the appropriate radio button identifying the permit submittal as including CTAC Plan Submittal.
- Please provide a detailed description of the work being performed in the text box "Expanded Scope of Work".
- Do NOT attempt to upload plan documents at this point in the permit application process. This document upload is for supplemental permit documents associated with non-plan review projects.
- Provide the correct contact information including an e-mail address for the applicant as well as the project designer (if applicable) in the appropriate fields within the permit application. This is essential for communicating when plans and revised plans can be uploaded into the system.
- Once you have completed the permit application click the submit button only once. Multiple clicks result in duplicated permit submittals.
- The system will return a submittal number and a link to upload the plan documents. Our system will also send out e-mails that include the link for uploading plans to the applicant and the project designer (if provided).
- Using the [Guide lines for Packaging Drawings for CTAC](#) found on our CTAC web page, upload the completed gatekeeper's checklist as one file and the plan documents which include the appendix B, table of contents of the plan sheets and plan sheets for all disciplines involved in the scope of the project.
- Once all files have been uploaded, click on the Release for Review button to submit the plans. If you do not receive an error message you submittal was successful. Note: the file size is limited to 40MB and files must be in PDF format.
- If your plans encounter code deficiencies, once the review cycle is closed the system will send an e-mail to the permit applicant and the project designer (if provided), notifying revised plans are required and providing a link to upload the revised plans. The link will also allow the project designer to access the redlined plans identifying the corrections needed.
- Once the plans are approved, the permit(s) will be issued and the approved plans will be accessible through the Contractor's account under the permit.